

## Content

### In advance

- challenge the need to meet; is there a business benefit?
- planning the meeting; preparation
  - the importance of agendas; three key verbs
  - writing effective agendas
    - setting expectations

### During the meeting

- chairing an effective meeting
- structuring and controlling meetings
  - achieving your objectives
  - meeting roles, how to get the best from everyone
    - handling difficulties
  - controlling discussions
    - decision making
    - effective participation
  - use of minutes/actions

### At the end

- best practice checklist.

# Meeting Skills

## Personal Impact

As a busy professional with deadlines and targets, you need to run or attend meetings that are focused, motivational and add value. You have experienced too many frustrating and wasteful meetings that are ill-prepared, lack purpose and over-run.

You want some simple do's and don'ts; for example, when and when not to meet, how to ensure that participants understand their roles and are properly prepared. This programme provides some straightforward groundrules as well as a range of ideas to make sure your meetings are successful.

### Benefits

By the end of the programme you will be able to:

- understand the purpose and importance of meetings
- challenge the need to meet
- plan and prepare thoroughly
- write effective agendas
- structure and retain control of meetings
- maximise the contribution of others
- chair meetings that achieve their objectives
- attend the right meetings, for the right reasons.

### Approach

The programme is practical and participative, with opportunities to practise and review your new skills at regular intervals. The morning concentrates on getting ready to meet whilst the afternoon focuses on running and contributing to effective meetings.

### Who should attend?

Any supervisor, manager or leader who wants to attend, prepare or run better focused and more productive business meetings.

### Programme information

Duration: One day

Price: £375 (excluding VAT)

Dates and locations:

15th May 2008 • Surrey

11th November 2008 • Midlands

5th February 2009 • London

For further details please call

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